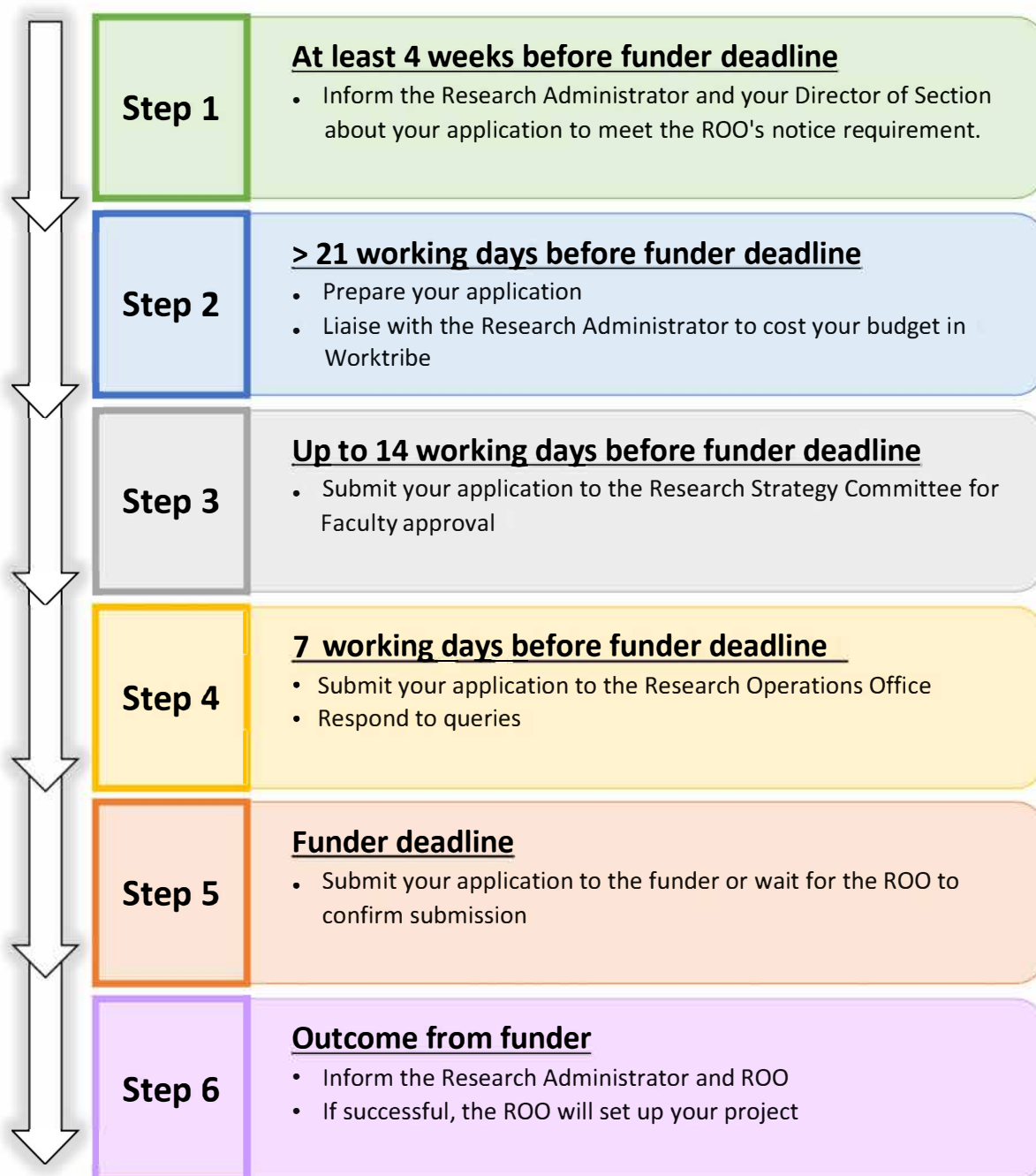


## Procedure for applying for research funding

This document sets out the procedure and timeline for any funding applications that MMLL is involved in. You will need approval from your Director of Section, the Research Strategy Committee (RSC) and the Research Operations Office (ROO) for every application before submitting it to the funder. The MMLL Research Administrator, Miyoung Kim, can be contacted at [researchadmin@mml.cam.ac.uk](mailto:researchadmin@mml.cam.ac.uk).

Further information can be found at <https://www.mml.cam.ac.uk/research/funding>.



### Step 1. Contact the Research Administrator about your application

- Contact the Research Administrator as soon as you are thinking of applying.
- Give as many details as possible: funder and scheme, submission deadline, PI and Co-Is, collaborators, staff etc.
- For applications involving CTOs, please see here for guidelines:  
<https://www.research-operations.admin.cam.ac.uk/policies/college-employees-pi-eligibility-ctos>
- Inform your Director of Section about your application.

### Step 2. Prepare your application and costing (> 21 working days prior to the funder deadline)

- Prepare your application including budgets and justification of resources.
- The Research Administrator will work with you on a timeline for the submission process. This includes submission to the RSC for Faculty approval with deadlines of up to 14 working days before the funder deadline (see Step 3) and submission to the ROO with deadlines of up to 7 working days before the funder deadline (see Step 4).
- Liaise with the Research Administrator to cost your budget in Worktribe. For this you will need:
  - ☐ Funder name and scheme
  - ☐ Project title
  - ☐ Start date and duration/end date of your project
  - ☐ Application deadline/preferred submission date for open calls
  - ☐ Method of submission: online submission system, email etc.
  - ☐ Staff details for the PI and any Co-Is, research assistants/associates, technicians, admin staff, students etc.: name, % FTE, salary spine points for new posts, start and end date. The University has a strict research investigator time policy, detailing the minimum time involvement of PIs and Co-Is in research projects: <https://www.research-operations.admin.cam.ac.uk/policies/research-investigator-time-policy>
  - ☐ Travel: who is travelling, where to, for how long and what is the purpose of each trip? Please include travel costs, accommodation costs, subsistence costs and any registration costs for conferences. Guidelines for costing travel can be found here: <https://www.expenses.admin.cam.ac.uk/expense-rates>
  - ☐ Equipment: what is it, when will it be bought, what is the price (incl. VAT)?
  - ☐ Any other costs
  - ☐ Details for any collaborators in other Cambridge departments or external to Cambridge: What will their involvement be? Which department/institution is leading? Where will the money be held? Please provide contact details for administrators in all collaborating departments/institutions. If MMLL is leading the application, we need confirmation of budgets from all other departments/institutions **before** we can go through our own approval process. Similarly, if MMLL is not leading, the other departments/institutions will need the fully approved budget and application from MMLL before they can go through their own approval process. This time must be factored into the application timeline.
  - ☐ If the University has not worked with the funder before, the ROO will have to approve them first, which will take at least a few days.

### Step 3. Faculty approval (up to 14 working days before the funder deadline)

- All applications have to be approved by the Faculty via the Research Strategy Committee (see here for details: <https://www.mml.cam.ac.uk/research/rsc>).
- Please submit the [cover sheet](#) and a draft of your application to the Research Administrator for RSC submission.
- Applications <£60k do not need full approval. Submit a few days before the ROO deadline.

- Applications between £60k and £1m: submit at least 5 working days before the ROO deadline.
- Applications over £1m: submit at least 7 working days before the ROO deadline.
- After approval by the RSC the Research Administrator will submit your budget (Worktribe) to be approved by the Faculty.
- Step 3 has to be completed before submission to the ROO.

#### **Step 4. Approval by the Research Operations Office (up to 7 working days before the funder deadline)**

- All applications need to be approved by the ROO before they can be submitted to the funder (see here for details: <https://www.research-operations.admin.cam.ac.uk/submitgrantapp>).
- If the funder uses an online application system such as TFS or Flexi-Grant, the application will automatically go to the ROO once you submit it through the system.
- If the submission is not via an online portal (e.g. via email) or for collaborative projects where MMLL is not leading, please submit all information to the Research Administrator, who will forward it to the ROO. For this you will need the full and final application including justification of resources and budget tables.
- Applications <£250k and no exceptions: submit 2 working days before the funder deadline
- Applications >£250k or with exceptions: submit 5-7 working days before the funder deadline
- After submission respond to any queries by the ROO and wait for their approval.
- If the ROO deadline was missed, applications can still be submitted using an HoD exception letter, which requires the Faculty to take on full responsibility of all risks associated with the application. In this case, the ROO does not perform any checks and may reject the award even if successful.

#### **Step 5. Submission of application (funder deadline)**

- Once the ROO has approved the application it can be submitted.
- In case of online application systems such as TFS or Flexi-Grant, the ROO will submit to the funder and send you a confirmation of submission.
- If the application is not via an online portal (e.g. via email), the PI needs to submit it.

#### **Step 6. After submission**

- As soon as you receive an acceptance or rejection letter from the funder, let the Research Administrator know.
- If successful, the ROO will set up your grant and the contracts team will negotiate contracts with collaborators.

#### **Contact details**

Ms Miyoung Kim	MMLL Research Administrator	<a href="mailto:researchadmin@mml.cam.ac.uk">researchadmin@mml.cam.ac.uk</a>
Dr Anna Cieslik	School Research Facilitator (UK funding)	<a href="mailto:amc238@cam.ac.uk">amc238@cam.ac.uk</a>
Dr Elizabeth Penner	School Research facilitator (EU & International funding)	<a href="mailto:esp49@cam.ac.uk">esp49@cam.ac.uk</a>
Dr Lucy Sheerman	School Research Impact Facilitator	<a href="mailto:AHImpact@admin.cam.ac.uk">AHImpact@admin.cam.ac.uk</a>